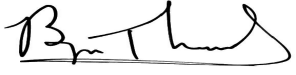


**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Chapter 5	Number 3	Effective Date 12/18/09	Review Date 2012
Subject TRAINING OPPORTUNITIES			☒ New Order ☐ Replaces
References VLEPSC TRN.01.02b, TRN.04.01a, TRN.04.01b, TRN.04.01c, TRN.04.01d CALEA 33.1.7a, 33.1.7b, 33.1.7c, 33.4.3b General Order 5-2			
 _____ Chief of Police or Designee		12/18/09 _____ Date	

I. PURPOSE

The purpose of this directive is to establish the guidelines to be utilized by members when requesting information about and applying to participate in internal and external training opportunities.

II. POLICY

It is the policy of the Richmond Police Department to provide training opportunities to all of its personnel in order to ensure that the needs of the Department are addressed and that there is accountability for all training provided. All training shall be consistent with the Department's goals and objectives.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. PROCEDURE**A. Training Opportunities Bulletin (In-House):**

1. The Officer-in-Charge (OIC) of the Training Academy or designee, will be responsible for preparing and generating the Training Opportunities Bulletin. The bulletin will list the type of training offered, the number of slots per Division and a

deadline for submission of selected employees to be forwarded back to the Academy.

2. When applying for a training opportunity, the requesting employee must register by completing a Training Opportunities Bulletin Application Form (PD-14).
3. The employee's immediate supervisor must sign the PD-14 form. Supervisors shall check the dates of the training school against staffing levels for the days requested by the employee, prior to approving the PD-14 form.
4. The original PD-14 form will then be submitted to the requesting employee's OIC. The requesting employee and his/her immediate supervisor shall retain copies of the PD-14 for each registered course.
5. The requesting employee's OIC will select the employees, in consultation with the Training Academy OIC, for the designated school(s) and then notify the OIC of the Training Academy, the selected employees and their immediate supervisors via email of his/her selections.
6. The OIC of the Training Academy will send an "All Personnel" email listing the employees selected for training.
7. The Training Academy shall be responsible for maintaining a training database on all departmental training. The Training Academy shall keep on file, for all job related training received by agency personnel, the following: title of the training, dates and hours of attendance, the names of the trainers or agencies presenting the course, the names of all agency personnel attending the course and the performance of individual attendees as measured by tests, whenever applicable.
8. Personnel receiving training at the Training Academy will sign a roster in the class; therefore, they will not have to complete a PD-17 (Training Course Completed Form).

B. Outside Training Opportunities:

1. All outside training courses, regardless of whether they are free or not, and even if the employee chooses to pay for the training on their own, must be approved by the requesting employee's OIC AND the OIC of the Training Academy, prior to the employee submitting his/her registration application. This type of request can be made via email. The OIC of the Training Academy will send his/her response to the employee and a carbon copy (cc) to the employee's OIC.
2. If the OIC of the Academy and the employee's OIC approve attendance for a training course held outside of the Training Academy and there is a cost associated with the course, the employee's OIC will determine the availability of funds from within his/her own budget and submit the required paperwork through his/her chain-of-command.
3. If the funds are available, the employee's OIC shall give tentative approval for the expenditure. If appropriate, the requesting employee will be responsible for

completing a City Travel Voucher Form, which includes obtaining prices for such items as tuition, hotel costs, meals and mileage.

4. Upon completion of any training paid for out of Department funds, the employee must reconcile the voucher.
5. Sworn personnel who do not wish to apply the training towards their mandated in-service requirements shall complete and submit a PD-17, through their affected chain of command, for any training outside of the Richmond Police Training Division within fifteen days of the completion of the training course. See G.O. 05-02, Mandated In-Service and Re-entry Training, for guidance on receiving in-service credit for outside training.
6. Civilian personnel shall complete and submit the PD-17 and documentation through his/her chain of command to the Senior Training Specialist in the Human Resources Division.

V. ROLES AND ACCOUNTABILITY

A. OIC of the Training Academy or designee shall:

1. Be responsible for preparing and generating the Training Opportunities Bulletin;
2. Be responsible for maintaining a training database on all departmental training;
3. Consult with the requesting employee's OIC during the selection process for the designated school(s);
4. Send an "All Personnel" email listing the employees selected for training; and,
5. Approve all outside training course requests prior to employees submitting their registration applications and notify the requesting employee and the requesting employee's OIC.

B. Employee requesting training shall:

1. Register for training held at the Training Academy by completing a PD-14 and submitting the form to his/her immediate supervisor;
2. Retain a copy of the PD-14 for each registered course; and,
3. Submit email request to his/her OIC and the OIC of the Training Academy prior to submitting registration applications for all outside training courses.

C. Immediate supervisor shall:

1. Check the dates of the training school against staffing levels for the days requested by the employee, prior to approving and signing the PD-14 form; and,
2. Submit the original PD-14 to the requesting employee's OIC and retain a copy of the PD-14 for each registered course.

D. Requesting employee's OIC shall:

1. Select employees, in consultation with the Training Academy OIC, for the designated school(s);
2. Notify the employees selected for training, their immediate supervisors and the OIC of the Training Academy via email of his/her selections;
3. Approve all outside training course requests prior to employees submitting their registration applications; and,
4. Upon approval, determine the availability of funds from within his/her own budget and submit the required paperwork through his/her chain-of-command when there is a cost associated with training courses.

E. Personnel receiving training shall:

1. Sign a roster for training classes attended at the Training Academy;
2. Complete and submit a PD-17 within fifteen days of the completion of the training course through his/her chain of command to the OIC of the Training Academy (sworn personnel only) for all training received outside of the Training Academy that the employee does not want to apply towards in-service credit. See G.O. 05-02, Mandated In-Service and Re-entry Training, for guidance on receiving in-service credit for outside training;
3. Civilian personnel shall complete and submit a PD-17 and any documentation within ten days of the completion of the training course through his/her chain of command to the Senior Training Specialist in the Human Resources Division;
4. Complete a City Travel Voucher Form upon approval from OIC of the Training Academy and his/her OIC to attend training, if appropriate; and,
5. Reconcile City Voucher with his/her OIC, prior to reconciling the voucher with Financial Management, upon completion of any training paid for out of Department funds, if appropriate.

VI. FORMS

- A. PD-14, Training Opportunities Bulletin Application Form
- B. PD-17, Training Course Completed Form